



**Minutes of the meeting of the Local Governing Board
of Holderness Academy & Sixth Form College
Monday 17 July 2023 at 5.00pm**



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

PRESENT: M Kitching (Chair, MK), J Bagnall (JB), K Batty (KB), S Fellows (SF), N Holder, (Headteacher, NH), S Laud (SL), L Smith (LS), N Steadman (NS)

ALSO IN ATTENDANCE:

Mr T Briggs (Assistant Head, TB), Mr R McDonald (Assistant Head, RM), G Stafford (Clerk to the LGB)

Throughout these minutes a question is indicated by Q followed by the initials of the questioner and a comment is marked by C.

77 WELCOME

M Kitching welcomed everyone to the final LGB meeting of the academic year.

78 APOLOGIES

Mr P Woods

Resolved: Consent was given to the absence of the above governor

Absent without apology T Marrow

ACTION: Clerk to chase up the reason for TM's non- attendance.

79 DECLARATIONS OF INTEREST

No declarations were made specific to this meeting.

80 MINUTES OF THE LAST MEETING (22 May 2023)

Resolved: The minutes of the last meeting held on 22 May 2023 were accepted as a true record and approved by the Chair.

81 MATTERS ARISING FROM THE MINUTES

81.1 ACTION: Low attendance in sixth form to be investigated and the reasons for this reported at the next meeting – Y12 is a small cohort and there are 2 PA students which affects the attendance. Introducing tutor time at 8.30am daily is expected to lead to a more structured day. It is expected that the new Y12 will adapt well to the routine. It was agreed that adherence and student support for the 8.30 – 3pm timetable is monitored.

81.2 ACTION: Future safeguarding reports to include how many families that were referred to Early Help or the Safeguarding Hub access support – action carried forward

81.3 ACTION: Head of English and Head of Maths to be invited to present improvement strategies at the September LGB meeting – action carried forward

- 81.4 ACTION: N Holder to feedback on any themes found in this year's exit interviews -** feedback from five staff that left at Easter was presented. Three had resigned to take up other positions, one had retired and one's fixed term contract had come to an end. There was a mix of feedback but most felt that they got on well with students, colleagues and managers but there was variation in the response around receiving adequate support to discharge duties effectively. All cited well-being as a concern.
- 81.5 ACTION: S Fellows to pass on details of a recommended teacher agency -** complete
- 81.6 ACTION: N Holder to investigate bringing forward the deadlines for offering options to Year 9 –** complete, options will be offered prior to October half term 2023
- 81.7 ACTION: Governors to contact their school priority link to view and understand the key priorities for their area –** ongoing. Three visits had taken place -priority 1 (curriculum), 3 (SEND provision) and 4 (attendance and behaviour).
- 81.8 ACTION: Update on progress towards the Rainbow Flag Award to be provided at the next meeting –** see minute 86
- 81.9 ACTION: All Link Governors to complete a summer term visit to the school and complete a Governor Visit Form –** see minute 87
- 81.10 ACTION: N Holder to feedback on the number of PP students that do not access free school meals and what happens to their funding should they bring their own lunch –** NH presented data from a FSM usage and eligibility report. Only 6 PP students do not access FSM. One simply preferred a packed lunch, and the rest were either non-attenders or at different provisions. Each PP student is allocated approximately £500 per year for meals. Any unspent PP funds are channelled elsewhere centrally or go into central reserves. LS thanked NH for finding this information out, after a request made during a PP Link visit
- 81.11 ACTION: J Bagnall and N Steadman to complete the "Annual Certificate in Safeguarding for School Governors 2022/23", "Certificate in the Role of a School Governor" and "Certificate in Data Protection and GDPR for School Governors (2022/23)" before the July meeting -** complete
- 81.12 ACTION: N Steadman to assist the Headteacher in the development of the Risk Register –** action carried forward
- 81.13 ACTION: Clerk to send out the five policies that are due for review electronically. Governors to read the amends and give their approval for the changes if content -** Only the Uniform Policy had been circulated for approval. The reason for this was that the Clerk had requested that any changes made since the last approval were marked on the policy as is standard practice. As yet, the marked policies had not been forwarded.

82 HEADTEACHER'S REPORT

- Core subjects to be located together in the Lower School – English, Maths and Science
- Last week was transition week for 231 Year 6 students
- Update on staffing given – still struggling to recruit an English and MFL teacher. The MFL position will be filled using long term supply. All other positions filled.

- Substantial number of sporting success headlines
- Boys and girls changing rooms to be refurbished over summer by site facilities team. Money saved by doing the work internally is to be used to purchase new gym equipment
- Staff desktops to be replaced in classrooms

Q: (KB) If two staff are leaving in MFL, do you have any experienced staff left in that department?

NH: Yes, we do. We will use a long-term supply until Easter.

C: (MK) It is a concern that there is still a vacancy in English as this has been on our radar for a couple of years.

NH: Yes – we advertised, but did not attract anyone suitable. We are going to use two instructors for a year. They are both graduates, but not got teacher status. This will be a short-term appointment.

C: (SF): We need to know that you have the backing of central HR to fill this role.

83 ATTENDANCE AND BEHAVIOUR REPORT

83.1 Attendance Summary

- Attendance to date is 91% (target 94%) – significantly above national and regional
- Lowest attendance is in Year 12 (86.1%), highest in Year 7 (93.4%)
- Girls' attendance is lower than boys (90.2% compared with 91.4%)
- PP attendance is 83.3%, non-PP 92.5%
- SEND attendance is 82.7%, non – SEND 91.4%
- Attendance Assistant to be recruited for 25 hours per week to add capacity to the Attendance Manager

Q: (NS) What has happened to address the attendance issue in Sixth Form?

NH: We are introducing compulsory tutor time in Sixth Form from September. At the moment students come in for their lessons only and do not have personal development or PSHE. From September, they will be expected to attend from 8.30 to 3pm each day. There will be the same structure as Years 7 to 11.

Q: (SF) Have the tutors in Years 12 and 13 taken to this enthusiastically?

TB: There are six tutors in Sixth Form next year. This gives the opportunity for more training and pastoral meetings; they are accepting of the change.

Q: (KB) How will the new Extended Learning Task policy (Homework Policy) help with addressing homework not being done?

TB: J Lovel in her Associate role is looking at homework and completion. We will update you on this.

Q: (JB) Are there plans to combine platforms such as Sparx, Tassomai and Seneca?

TB: We are certainly looking at a single log on to make the user experience better.

ACTION: Homework Policy to be circulated to governors for approval

ACTION: Update on completion of homework to be given at the next meeting

83.2 Behaviour Summary

- 435 days have been lost due to suspensions since September 2022. Most (90.5) occur in Year 7, and most are girls (81.5 days)
- 3 permanent exclusions
- Increase in all sanctions this year compared to last

- There are no bullying trends

C: (TB) It is a small core group of students in Year 7 (approx. 6) that are being suspended. We are bringing in a mentoring group called Thinking For The Future (TFTF).

Q: (MK) Will TFTF be linked specifically with this cohort?

TB: Mainly – we can put fifty students through in a term. Next year, we need to see a reduction in suspensions in Y8, reduction in low level disruption in Y9 and will work to raise aspirations in Y9.

Q: (JB) Do you think the increase in sanctions is due to higher expectations in behaviour?

TB: Yes. The number of faculty removals has increased as we tolerate less low-level disruption.

C: (TB) Maths has the most removals and it is very calm in there.

Q: (SF) I would like to see a breakdown of rewards next time – by year group, gender and staff allocating the rewards. What is the end point of rewards?

TB: Spendable points.

C: (KB): But there is nothing in the shop, there is no incentive.

TB: The shop was shut for four weeks but is now open again.

C: (KB): But there are only pens and an English book available to buy.

NH: There is the expectation to behave without needing incentives.

C: (KB): Then remove the reward system as either it must be run with rewards that the students want or taken out. Students are not motivated by what is available now.

TB: Prior to the last 4 weeks there were footballs, rugby balls Rubik's cubes, Amazon vouchers etc.

C: (NS) We should investigate getting sponsored footballs and rugby balls and this would help with our community engagement development priority too.

Q: (SF) Can the students carry over their points for next year as a one off as there is little in the shop now?

TB: I will look at extending the deadline for spending to 30 September.

Q: (SG) In the report you state "a new Uniform Policy will help raise standards further in September", how?

TB: Students will feel more professional, and this will raise standards.

C: (NS) This is about outlining expectations, preparing the young people for life.

NH: We have removed any ambiguity with the uniform expectations and the change from branded shoes will help with the cost of living.

TB: We have also set up a trial of second-hand uniform in the Red Cross shop in Hedon, J Lovel has organised this.

ACTION: TB to provide a breakdown of rewards – by year, gender and department awarding points

ACTION: NH to discuss the range of rewards available with TB

84 SAFEGUARDING REPORT

- 7 Children in Need
- 2 under Child Protection
- 82 children on the vulnerable monitoring list
- 3 Operation Encompass notifications
- 76 referrals to Early Help (Sept- July 2023) and 7 to the Safeguarding and Partnership Hub
- T Briggs is the new Designated Safeguarding Lead. He has undertaken lots of safeguarding training in preparation for his new role

Q: (NS) *How do you feel about your capacity with the DSL role, and all your existing responsibilities as Assistant Headteacher responsible for attendance and behaviour?*

TB: *The training has made me understand the DSL role and the different ways that the local authorities work. I have been given a reduced timetable from September and that, combined with additional staff such as the Attendance Assistant will alleviate some of my current responsibilities. I will be honest if I feel it will be too much, but right now I am excited and looking forward to the role. I seek advice from the Trust DSL and the LADO, I have a Deputy DSL in Angela Ruston and share an office with the previous DSL K Ashbridge, so I have lots of support.*

C: (MK) *You must speak up to us or NH if you feel you cannot cope.*

Q: (MK) *The incidents of self – harm in Year 7, is this is a cross over with the number of suspensions in that year group?*

TB: *Yes, there are a small number who self-harm and have behavioural issues. We have a safety plan in place after working with external agencies.*

C: (NS) *Some teachers have stated that they struggle to cope with self-harm in classrooms.*

TB: *They do, as do students seeing it but I am confident that this behaviour is in decline.*

85 ALTERNATIVE PROVISION

- There are currently 6 children at alternative provisions; 4 at Aspire, one Compass and one at WILD interventions
- 3 are leaving at the end of this week – one has a place at Oakfield, one to another school and one Y11 has completed her exams and has a place at Hull College.

Q: (MK) *Do students at alternative provision have the same target attendance?*

TB: *They do, but the reality is that for some to attend three times a week is a success.*

TB left the meeting at 5.50pm

86 LGBT+ INCLUSION

RM provided an update on inclusion and the work to achieve the Rainbow Flag award. There are six standards to achieve: skilled teacher, pastoral support, supportive governors and parents/carers, effective policies, inclusive curriculum and student voice.

The first three have been signed off as complete. The latter three have been completed, evidence is being gathered prior to signing off in September.

As RM is leaving the academy he urged the LGB to continue to be updated on LGBT+ inclusion work and to continue to reach out to parents.

87 RELIGIOUS AND SEX EDUCATION POLICY

- The policy meets statutory guidance and was last approved April 2023
- RSE Policy is reviewed annually
- New ARRK key stage 3 curriculum is to be launched in September where the curriculum is delivered by dedicated teachers. It is hoped that RSE is not seen as an extra but is seen as important as other curriculum subjects by staff and students.

RM left the meeting at 6.20pm. He was thanked for his time at Holderness Academy and wished all the best for his future.

88 SEND REPORT

- 40 students have an Education Health Care plan
- 15 of these 40 are supported in the Enhanced Resource Provision
- 7 new Year 7 students are to join the Enhanced Resource Provision
- 107 students have additional needs, unfunded

Q: (MK) How will you support the increasing number of students in the ERP?

NH: We are getting increased pressure to take more EHCP students, but we have a very small ERP and do not have the resources to support any more students.

Q: (SF) Has Kirsten met with Nadine Rhodes (Senior Education, Health and Care Officer, East Riding) to discuss the number of places available?

NH: Thank you, I will pass this contact on.

89 STAFF SURVEY

- Survey completed in May 2023 by 81 HA staff (63% response rate)
- Staff have a keen sense of purpose
- Staff reported that the best thing about working at HA is the staff and students, teamwork and the supportive environment
- Statements with the highest level of disagreement were around fair pay, work-related stress, communication, recognition and a belief that nothing will get done as a result of the survey.

Q: (KB) Communication is one of the issues. David used to send out an e brief, has that stopped?

NH: Yes, staff felt expected to read it over the weekend and sometimes it was very lengthy. I do a 10-minute staff briefing at 8.15am every Monday morning and send out minutes following that.

SF: That is a great improvement to the work life balance.

90 GOVERNOR LINK VISITS

There have been four governor visits since the last meeting:

19/6/2023 N Steadman – Attendance and Behaviour

11/7/2023 L Smith – PP Link meeting

13/7/2023 K Batty and S Fellows – Teaching and Learning Link visit

13/7/2023 T Marrow – SEND Link visit

91 GOVERNOR TRAINING

All governor training is up to date. Training requirements for next year will be circulated in the autumn term.

92 POLICIES

The Clerk reported that there are 4 policies that are due for review: the Assessment and Feedback Policy (full re-write), the Behaviour Policy, Careers Policy, Exams Policy. These will be sent out by email for governors to read and approve if they are content with the amendments made.

ACTION: Clerk to send out the Assessment and Feedback Policy as it is a full re-write and the Behaviour Policy, Careers Policy and Exams Policy once the changes made have been marked. Governors to give their approval for the changes if content

93 DATE OF THE NEXT MEETING

The five meeting dates for 2023/24 are as follows (all will be held on Mondays, 5pm):
18 September, 20 November, 22 January, 22 April and 15 July.

94 AOB

None

95 ACTION POINTS

- 95.1 ACTION: Clerk to chase up the reason for TM's non- attendance (minute 78)**
- 95.2 ACTION: Future safeguarding reports to include how many families that were referred to Early Help or the Safeguarding Hub access support (minute 81.2)**
- 95.3 ACTION: Head of English (Angela Lowery) and Head of Maths (Lois Arnett) to be invited to present improvement strategies at the September LGB meeting (minute 81.3)**
- 95.4 ACTION: N Steadman to assist the Headteacher in the development of the Risk Register (minute 81.12)**
- 95.5 ACTION: Homework Policy to be circulated to governors for approval (minute 83.1)**
- 95.6 ACTION: Update on completion of homework to be given at the next meeting (minute 83.1)**
- 95.7 ACTION: T Briggs to provide a breakdown of rewards – by year, gender and department awarding points (minute 83.2)**
- 95.8 ACTION: N Holder to discuss the range of rewards available with TB (minute 83.2)**
- 95.9 ACTION: Clerk to send out the Assessment and Feedback Policy as it is a full re-write and the Behaviour Policy, Careers Policy and Exams Policy once the changes made have been marked. Governors to give their approval for the changes if content (minute 92)**

The meeting closed at 7.20pm

